



## MEMORANDUM

### Roles and Responsibilities

CalHR's Savings Plus is the administrator of the State of California's 401(k) and 457 voluntary retirement plans and the ARP and PST mandatory retirement plans. Remaining in compliance with California's code of regulations requires full accountability and cooperation from all parties (California Administrative Code, title 2, section 599.944 Article XVII, 599.945 Article XVII.V, 599.946 Article XVII.VI, 599.947 Article XVII.VII, and PMLs 2012-012, 2011-042). The table below identifies who is responsible for each of the primary reporting requirements. By providing this information, CalHR hopes to reduce confusion and increase transparency.

Role	DAA Fair	CalHR
Proactively communicate Savings Plus policies, procedures, rules, and regulations to ensure awareness and understanding.		X
Provide opportunities for education and outreach through various avenues including live support and consultation in person or over the phone and resources on the CalHR website.		X
Provide an HR Liaison for one-on-one consultation and advice about Savings Plus policy and transactions.		X
Audit data for accuracy to avoid delinquent files and underfunded account liability.	X	
Ensure deductions are reported timely to avoid underfunded account liability.	X	
Provide notification of new 650 transaction requests.		X
Review deduction data to ensure 650 Report transactions are included in the next appropriate processing period report to CalHR to avoid underfunded account liability.	X	X
Underfunded account liability up to \$500.00 per account plus lost interest and 50% of the participant's requested 401(k) or 457 deferral amount(s) or 100% of the missed ARP or PST deduction(s).	X	
Transmit data to CalHR.	X	
Transmit deduction funding to CalHR via ACH	X	
Transmit ARP and PST administrative fees to CalHR	X	
CalHR FTP website owner for transmitting electronic deduction data securely.		X
CalHR Extranet website owner for manually entering deduction data, verify accurate upload of electronic data, and retrieving monthly 650 reports.		X

*\*Fairs who choose to use CFSA services remain responsible for the same reporting requirements. CalHR does not oversee CFSA activity.*